


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p>JOB ANNOUNCEMENT</p> <p>EOE/ADA*</p> <p>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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COURT SERVICES MANAGER

***** PROMOTIONAL ONLY*****

SALARY RANGE: **\$71,747.52 - \$93,204.80 Annual salary plus Management Benefit Package**

FILING DEADLINE: **Tuesday, September 19, 2006 at 5:00 p.m.**

FILING REQUIREMENTS: **Send completed court application form PLUS resume to:**
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Court Services Manager. Under general direction, the incumbent plans, organizes, coordinates, directs and reviews operational activities. Scope of responsibilities may include all divisions of multiple court locations and courtwide projects. The Court Services Manager is involved in or may be responsible for strategic planning; employee supervision and development; on-going assessment and improvement of business processes, programs and services; implementing new technology, statutes, rules and policies; courtwide standardization of procedures; staffing judicial committees; and leading staff committees. Court Services Manager assigned to courthouse locations may act in the absence of the Trial Court Administrator.

TYPICAL DUTIES (May include, but are not limited to the following:)

1. Plans, organizes, directs and coordinates the work of all divisions of multiple court locations. Manages courtwide projects and program services.
2. Supervises, develops, coaches, evaluates and disciplines staff directly or indirectly through subordinate managers.
3. Consults with the Trial Court Administrator or Executive Office in determining, revising and establishing business processes, services, standards, and operating procedures.
4. Establishes and facilitates communication both within the court and externally with other agencies and organizations; and acts as liaison with other courts, and local and statewide organizations.
5. Reviews and analyzes legislation for impact on court operational functions; and works with others to implement new laws and rules of court.

6. Develops, implements and monitors programs, and/or procedures in response to the direction set by the Executive Office or Trial Court Administrator. Evaluates court programs, services and business processes. Identifies opportunities to improve effectiveness and efficiency. Supports and encourages staff to identify improvement opportunities.
7. Seeks input from others and utilizes reports to monitor and to assess operational performance. Prepares, analyzes and interprets various research and survey studies as needed.
8. Serves on court, regional and state committees.
9. Assists in the management of court operations in a court location and may act in the absence of the Trial Court Administrator.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

The equivalent to four years of full-time administrative, management or supervisory experience in a court administration.

And

Education:

Graduation from an accredited college or university with a Bachelor's degree in business or public administration, criminal justice or other related field.

Additional administrative, management or supervisory experience in a court administration may substitute for education on a year-to-year basis.

KNOWLEDGE AND ABILITIES

Knowledge of laws, codes of ethics, and rules governing the operation of a court; court policies and procedures related to assignment; court organization and functions; principles and practices of public administration and business management; methods of leadership, communication and project management; effective customer service practices; employee supervision and development; judicial branch operations; relationship of court to various justice partners, other public and community agencies; case management, desktop, Internet and other technology tools.

Ability to lead and develop employees; establish individual and group expectations for performance and accountability; communicate both orally and in writing; utilize data to monitor trends and operational performance; implement and utilize technology tools to improve operational efficiency and effectiveness; interpret and implement statutes, rules of court and policies that apply to areas of responsibility; effectively manage in a diverse work environment serving a multi-cultural community; plan, supervise and coordinate the work of others; identify, analyze and solve problems; serve as project lead or manager; work collaboratively with judges, staff, other court personnel and state judicial branch personnel; meet deadlines; organize and prioritize work assignments.

GENERAL INFORMATION

This is a full-time FLSA exempt management position. This position includes a one-year probationary period.

Benefits include health and dental insurance for employee and dependent(s), retirement plan, deferred compensation option, 13 holidays; life insurance; accrual of 10 vacation days and 13 sick days/year; Employee Assistance Program; and Management Benefits (cafeteria plan, educational reimbursement plan, management leave days, and supplemental insurance options).

The examination process will include three components:

- (1) An initial screening of all application materials received by the filing deadline.
- (2) A review of the application and resume to select the best-qualified candidate for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

***Application forms may be obtained at the
Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at 510-208-3906***

*****Promotional recruitments are open to Superior Court of California, County of Alameda
employees ONLY*****